- Traceability of the sample from receipt to data reporting by the use of Analysis Request and Chain-of-Custody forms and unique sample numbers

- Conditions of sample upon receipt by the lab compared to shipping criteria for that type sample (e.g., refrigeration)

- Maintenance of holding time requirements

- Comparision of initial and continuing calibration results to method calibration criteria. The initial calibration and daily calibration checks must meet the criteria specified. If these criteria are not met, the sample will be reanalyzed or the data will be flagged

- MS/MD results for PCBs and duplicate results for inorganics. These results will be compared to the appropriate method criteria. Data not meeting the listed quality control criteria will be flagged

- Evaluation of method blanks. Method blank results will be compared to the appropriate method criteria. If the method blank results do not meet the required criteria stated in the appropriate method, all affected samples will be reextracted and reanalyzed

Completeness checks will be made on all data to ascertain that deliverables specified in the work plan are present. Deliverables include sample chain-of-custody forms, analytical results, designated QC summaries and supporting raw data from instrument printouts (e.g., chromatograms). The CDM Laboratory QA reviewer will make sure all required items are present and request the laboratory to obtain the missing deliverables.

5.3 Laboratory Data Reporting

The State Designated Laboratory will provide the following information to form a data report package:

- Date of issue

- Laboratory analysis performed

- Any deviations from the stated analytical method

- Laboratory batch number

- Number of samples and the sample matrices